



# California Institute of Integral Studies

## Academic Progress

Updated September, 2017

All degree-seeking students are expected to follow a course of study appropriate to their degree program while meeting grade requirements and academic regulations. Students at the thesis or dissertation stage should regularly submit progress reports or chapter drafts to their committees.

### **Program Agreements**

Each academic advisor and student will meet early in the semester in which the student first enters the program. They will review the curriculum for the program current in the catalog for the year the student is first enrolled in the program. That curriculum, laid out in the advising module, along with any agreements between the program chair, advisor and the student as to waivers, exemptions, or changes to the basic curriculum based on the student's interests and prior education constitute the Program Agreement. Agreed upon modifications to the program curriculum are to be noted on "Program Modification Form", signed by the Chair, and submitted to the Registrar's Office to be input into the advising module for that student. The original signed agreement and modification forms, if any, is kept in the student's program file. Any subsequent changes to the original agreement are to be documented in the program file and further modification forms, and maintained in the program office and the advising module. The Program Agreement, and its amendments, becomes the basis for the Registrar's Office reporting to the National Student Loan Clearinghouse regarding eligibility for exemption from repayment status and for determining readiness for graduation.

### **Academic Standing**

**Undergraduate Students:** For undergraduate students to remain in good academic standing, they must have no more than two grades of C-, D+, D, D-, F, NP, NS, AW, or WN; have no more than seven units with a grade of I or IN; and be within the three-year maximum time limit for the School of Undergraduate Studies. Additionally, standing is monitored each semester by the student's submission of an integrative essay that is evaluated by the instructor, and the instructor's submission of the narrative assessments for interdisciplinary core courses which evaluate the student on their work, participation, attendance, preparation, group which evaluates the student on their work, participation, attendance, preparation, group engagement, ability to reflect, different ways of thinking, and critical thinking.

**Graduate Students:** To remain in good academic standing and to meet the requirements for the awarding of a graduate degree, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree program. This requires that a student have no more than two grades of B-, C+, C, C-, D, F, NP, NS, I, IN, AW or WN. (Grades of B-, C+, and C are omitted from this evaluation if earned by ACTCM students before the Fall 2015 semester.) Please check with your program for additional course grade requirements.

In addition to the expectation of successful completion of course work described in the previous paragraph, good academic standing requires satisfactory progress in the graduate program. The student's advisor, the program chair or program committee may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. The student's department is responsible for evaluating the student's performance with respect to programmatic, departmental and/or professional standards. Failure to meet these standards may result in termination of enrollment.

### **Maximum Time Limits to Degree Completion**

CIIS has set maximum time limits for degree completion. These time limits start from the semester when the student is admitted to the program. A leave of absence does not extend them.

#### **School of Undergraduate Studies**

- Interdisciplinary Studies (with or without a minor)—three years

#### **School of Professional Psychology and Health**

- Clinical Psychology—10 years. Must advance to candidacy within first three years. Any requests for exceptions to this policy must be addressed directly with the program.
- Counseling Psychology—six years.
- Human Sexuality—10 years; must advance to candidacy within first six and must graduate within four after advancing.
- Integrative Health Studies—five years.

#### **School of Consciousness and Transformation**

- MA—four years; seven if pursuing a thesis (must complete coursework within four years and thesis within three after coursework).

- MFA—four years.
- PhD—10 years; must advance to candidacy within first six and must graduate within four after advancing.

#### **American College of Traditional Chinese Medicine**

- MS in Traditional Chinese Medicine—eight years.
- Doctor of Acupuncture and Oriental Medicine—four years.
- Doctor of Acupuncture and Chinese Medicine—eight years.

### **Academic Probation and Termination**

A student is placed on academic probation for any of the following reasons:

- failure to maintain the grade requirements;
- exceeding the time limit to graduate;
- failure to meet program criteria;
- exceeding the limits on the number of times to register for Thesis/Dissertation Proposal Completion (delineated in the Thesis and Dissertation Policies section) or the time limit to advance to candidacy; or
- exhibition of a need for remedial work in a specific area.

Students are notified by the Registrar's Office when they are placed on academic probation, the reason(s) they were put on probation, what they need to do to return to good academic standing, and the timeframe in which they are expected to return to good academic standing. Typically, students are directed to submit a plan written in conjunction with their academic advisor and endorsed by the department/program chair to the dean of Academic Planning and Administration. The student cannot register for the next semester until the Dean has approved the plan.

Students who do not fulfill the terms of their plan have their records reviewed by the Academic Standards Committee (ASC). The student is invited to meet with the ASC; and the student, the student's advisor, and the department/program chair are invited to submit statements, which the

ASC carefully considers in making its decision. The ASC decides whether (1) the probation is extended to allow for additional registrations, (2) the student is suspended, or (3) to recommend a dismissal to the Academic Vice President (AVP). If dismissal is recommended, the AVP conducts a review, inviting the student to submit additional information, and notifies the student regarding the final outcome.

A student on probation is not eligible to graduate.